



## OPEN POSITION ANNOUNCEMENT!

### Human Resources Coordinator

Open until filled. Posted 07/01/2024

**About the role:** The Human Resources Coordinator role is designed to support organizational HR administration activities to include recruitment, and applicant tracking, new hire onboarding, and general HR administration. Examples include communication and support for HR training activities and meetings, interview scheduling and special projects.

This position reports to the HR Manager; and will also work with the administrative team.

#### WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

#### OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, County of San Diego, and National City. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit [SDCommunityPower.org](http://SDCommunityPower.org).

#### COMMITMENT TO DIVERSITY

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

#### ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Contributes to ongoing recruiting efforts as needed.
- Researches and recommends new sources for active and passive candidate recruiting
- Assists with auditing and maintenance of database of employee records as well as all active and inactive applications.
- Assists with initial screening interviews and contacts references to verify background clearances.
- Maintains complete confidentiality of all HR-related information.
- Continually works with department to streamline the hiring process, improve internal policies, and assist with special projects.

- Support recruitment portions of website including job postings and HR analytics.
- Participate in organization committees including event planning.
- Must have excellent time management skills, ability to effectively work independently, or in teams on multiple tasks or projects.
- Assist in public events (in-person or virtual) to educate the general public about SDCP's mission and community benefit
- Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Human resources, or office management administrative experience role with demonstrated customer service skills and understanding of principles involving confidentiality, tact, and accountability.
- General office administrative responsibilities including organizing, filing, customer response, IT tools requests and troubleshooting.
- Working knowledge of Paylocity or similar HCM systems.
- Ability to identify HR administration process improvement opportunities and suggest new tools or processes.
- Ability to flex, multi-task, and address different duties and priorities as needed.
- Professional communications skills, in writing and verbally, as this role works in collaboration with staff and external SDCP contacts.
- Proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting and calendaring applications.
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages to meet diverse teams and communities.
- Public speaking and ability to communicate clearly, and persuasively, orally and in writing
- Tact, diplomacy, and discretion in dealing with sensitive and complex issues.
- Ability to travel to meetings, and community events locally in San Diego and environs to meet stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. SDCP reimburses mileage expense at the IRS mileage rate.
- Maintain proper records of employee attendance and leaves
- Assist HR Manager in policy formulation, hiring and salary administration.
- Submit online job postings, shortlist candidates and schedule job interviews.
- Coordinate orientation and training sessions for new employees.
- Ensure smooth communication with employees and timely resolution to their queries.

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

Any combination of education and experience that would provide the knowledge and abilities listed. Demonstrated customer facing or office administration skills and understanding of principles involving confidentiality, tact, and accountability.

A typical way to obtain the required qualifications would be:

Demonstrated academic credits towards a two-year degree or higher from an accredited college or university in business administration, human resources or a related field AND two years of experience in human resources, talent acquisition, business administration or other relevant field. Experience working in a public utility and/or a CCA program is desirable.

## **WORK ENVIRONMENT & CONDITIONS**

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 15 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code (“COI”). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed*

**Compensation:**

**Salary Range:** The position salary range is: \$73,900 - \$96,000; with exact compensation to be determined by SDCP, depending upon experience.

**Benefits:** Standard benefits package including but not limited to:

**Insurance:** SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

**Retirement:** SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee’s Money Purchase Plan.

**Paid Time Off:** 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

**SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITES ACT (ADA) EMPLOYER**

**How To Apply**

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

[SDCommunityPower.org/about/career-opportunities](https://SDCommunityPower.org/about/career-opportunities)

[sdcommunitypower.org](https://sdcommunitypower.org)